

**(BANK'S LETTERHEAD)  
IRREVOCABLE LETTER OF CREDIT FORMAT  
(AUTOMATIC RENEWAL CLAUSE)**

**Beneficiary:**

City of Hampton, Virginia  
Department of Public Works  
22 Lincoln Street  
Hampton, VA 23669

**Date:**

**Letter of Credit Number:** \_\_\_\_\_

**Amount U.S. Dollars:** \_\_\_\_\_

**Irrevocable Letter of Credit Expiration Date:** \_\_\_\_\_

**Applicant:**

Name  
Address  
City/State/Zip

**RE: (Description of Land Disturbing Activity, Including Project Name and Location)**

We hereby issue this Irrevocable Letter of Credit in your favor as Beneficiary which is available by Applicant's drafts on site at \_\_\_\_\_ **(Name of Bank)** up to the aggregate amount of \_\_\_\_\_ **Dollars (\$\_\_\_\_\_)**. Each draft hereunder must bear upon its face "drawn pursuant to your Irrevocable Letter of Credit Number" and be accompanied by the following language:

A signed written statement from the Department of Public Works of the City of Hampton, Virginia, certifying that **(Developer's Name)** has failed to satisfactorily perform, prior to the expiration of the Letter of Credit, all or part of the terms and conditions of the above-mentioned activity or any plans approved by and on file with the City of Hampton, and the City of Hampton is, in consequence, entitled to the amount stated.

We hereby agree that all drafts drawn under and in compliance with the terms of this Irrevocable Letter of Credit shall be duly honored upon presentation to **(Name of Bank, Location, and Telephone Number)** and be negotiated no later than **(Expiration Date)**.

**It is a condition of this Irrevocable Letter of Credit that it shall be considered automatically extended without amendment from the present or any future expiration date unless we notify you in writing by courier at least sixty (60) days prior to any such expiration date that this Irrevocable Letter of Credit will not be renewed.**

This Letter of Credit is subject to the "UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS PUBLISHED BY THE INTERNATIONAL CHAMBER OF COMMERCE IN EFFECT ON DATE OF ISSUANCE AND THE LAWS OF THE STATE OF VIRGINIA."

**NAME OF BANK**

\_\_\_\_\_  
**Authorized Signature of Bank Representative**

**Typed Name:**

**Title:**

**Telephone No.:**

(VENUE AND JURISDICTION OF ANY ACTION UNDER THIS LETTER OF CREDIT SHALL OCCUR ONLY IN THE HAMPTON ROADS AREA)